

OFFICE OF RESEARCH AND REPORTS

9 April 1951

Office Regulation R50-2

SUBJECT: Routing of Incoming Intelligence Materials

1. O/RR Office Regulation R50-1 outlines the procedure to be followed within O/RR for the routing of incoming intelligence materials. This procedure will be followed for a trial period of six months.
2. Under this system the divisional analysts will assume the following responsibility : previously performed by the Reading Panel:
 - a. Extract marking and coding of documents for the Library.
 - b. Abstracting of such documents as the individual analyst feels should be abstracted for the benefit of the Intellofax system.
 - c. Evaluating of OO and SO reports as well as those Air Force reports which require evaluation. These evaluations will be written up in triplicate, one copy of which will be furnished to the Requirements Branch, Control Division, for the purpose of study to determine whether or not they form a basis for requirement action.
 - d. Bringing to the attention of O/CI any document of current economic importance not yet received by O/CI which the analysts believe will either be of interest to the check list or form the basis for an item in one or another of the O/CI periodical reports (the Current Intelligence Bulletin, the O/CI Daily Digest, and the O/CI Weekly Situation Summary).
3. The primary mission of O/RR is to perform authoritative basic research in the economic field. We also have a responsibility to support O/CI in the selection and evaluation of items of important current significance in our field. In order that this secondary responsibility not consume a disproportionate amount of effort, the Strategic Division will be the principal component of O/RR to concern itself with current intelligence matters. All other analysts will orient their work in accordance with the following priority:
 - a. The research tasks that may be assigned to the analyst at any given moment.

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b. Evaluation of the major research documents prepared by other intelligence agencies, by Universities, or by private research institutions that pertain to the analyst's field.

c. Items of important current significance not likely to be caught by O/CI.

4. The operation of the document routing system will be reviewed from time to time to identify problems and determine whether or not the flow of incoming material is absorbing more than its share of the analyst's time.

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